

The Brookings Institution

WASHINGTON, D. C. 20036

June 1, 1967

The Honorable  
Richard Helms  
Director of the Central  
Intelligence Agency  
Washington, D. C. 20505

Dear Mr. Helms:

The Brookings Institution plans to continue its series of conferences concerned with "Executive Leadership in Democratic Government" during the fiscal year 1968. As in past years, these conferences will be designed to assist senior career executives in meeting their leadership responsibilities by providing unique opportunities for study and discussion pertinent to major issues of public policy.

For fiscal year 1968 we will conduct two conferences primarily for administrative and program officers, and two for senior officers with scientific training who are working as research scientists, administrators of scientific activities or as engineers engaged in scientific programs. Science administrators may also be admitted to the conferences for program and management officers.

The conferences for program officers, which will be two-week programs, are scheduled for October 22-November 3, 1967 and January 21-February 2, 1968. The one-week conferences for scientific officers are scheduled for December 3-8, 1967 and March 3-8, 1968. Enclosed are several copies of a folder that gives more details.

The conference fees for the 1968 series will be \$650.00 per participant for the two-week administrative conferences and \$325.00 per participant for the one-week science conferences. Departments or Agencies will pay the travel costs and per diem of participants. The fees do not meet the entire costs of the conferences and The Brookings Institution will provide any necessary subsidy for this program, as in the past.

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We invite you to nominate senior officials to participate in this series. Nominations should be in Grades GS-16 or above for civilian officials, or of flag rank if military officers. Nominations should be made in writing to Mr. James M. Mitchell, Director, Advanced Study Program, The Brookings Institution, 1775 Massachusetts Avenue, N.W., Washington, D.C., 20036.

We would appreciate a brief resume, using the enclosed form, for each official nominated. Additional forms may be obtained by calling 483-8919, extension 217. Nominations should indicate whether participation is desired in an administrative or a science conference, and the dates of the conference preferred. A maximum of twenty-five will usually be selected as participants in each conference. Additional information concerning the conferences may be obtained from Mr. A. Eric Hubeck of The Brookings Institution's Senior Staff.

We look forward to receiving your nominations and hope that your Department will be represented in the 1968 series. It is requested that nominations be submitted by August 15, 1967, so that selections may be made on an orderly basis.

Sincerely yours,

President

Enclosures